



## TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB – DENR) intends to engage the services of an IEC Officer for the development of materials and monitoring of CEPA activities intended for caves, wetlands and other related activities and programs within the Bureau.

<b>Service Description</b>	:	IEC Officer
<b>Duration</b>	:	Six (6) months
<b>Approved Budget for Contract</b>	:	Php 27,565 per month (inclusive of taxes)

### Requirements:

The candidate must have:

- a degree on communications or natural sciences, preferably on Bachelor of Arts in Journalism;
- at least five (5) years of experience on various aspects of biodiversity/ environment conservation, writing, graphic layout, and communications;
- must have experience in conducting communications, education and public awareness (CEPA) activities;
- extensive background and skills in research, writing and editing;
- capacity to work under pressure;
- must have experience working with government, academe, non-government organizations or professional organizations involved in the environment and natural resources sector.

### Major Responsibilities:

1. Develop a wide-range of communications products such as press releases, news articles, speeches, write-ups, infographics, social media content;
2. Assist in the planning, preparation, and conduct of activities, events, consultations and meetings related to biodiversity conservation;
3. Prepare reports on communications-related activities conducted, including regular communications monitoring report;
4. Manage CEPA database (e.g. photo, video, audio, knowledge products) and tools (such as Facebook page);

5. Undertake due diligence research on the validity of data and information used in communications materials;

6. Coordinate with BMB partners and private sector and assist in the preparation of Memorandum of Agreements (MOA) and activities.

**Deliverables:**

- CEPA products and materials (press releases, news articles, speeches, write-ups, infographics, social media content)
- CEPA database
- Progress and monitoring reports

**Applications must include:**

- A letter of intent;
- A curriculum vitae (basic personal information, including current email address, telephone, or fax number, educational background, work experience, and relevant accomplishments, 3 references);
- Samples of previous work.

Deadline for submission of application is on 29 June 2018.

Application should be addressed to:

The Director  
Biodiversity Management Bureau  
Ninoy Aquino Parks and Wildlife Center, North Avenue, Diliman, Quezon City  
Telephone No. 9258951; Fax No. 9246031 local 229  
Email address: [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph); Cc:  
[maritess\\_agayatin@yahoo.com.ph](mailto:maritess_agayatin@yahoo.com.ph); [rowena.bolinas@bmb.gov.ph](mailto:rowena.bolinas@bmb.gov.ph)

Approved:

  
**CRISANTA MARLENE P. RODRIGUEZ**  
OIC-Director